



## **Internship Announcement**

### **Vietnam Education Foundation**

#### **Location: Hanoi, Vietnam**

The Vietnam Education Foundation (VEF) is seeking a well-qualified Vietnamese to act as intern in July 2015 in preparation for the second phase of the VEF Fellowship selection process for Cohort 2016, namely, the Oral Exam/Interview, which is also referred to as the VEF Interview Mission. The intern will work at the VEF Hanoi Field Office. S/he will assist VEF staff with all logistics arrangements for the Mission. Details are described as follows.

**Position Descriptions:** The intern assists VEF staff with the following tasks:

- Providing logistics arrangements for the Interview Mission
- Preparing documents and materials for U.S. professors
- Assisting with the Mission as requested

The intern will report to an assigned VEF Program Assistant or the VEF Program Manager.

**Working Time/Dates:** The internship consists of thirteen (13) work days, from **July 15 through July 31, 2015**. During this period, the intern is required to work full-time (8 hours/day) and is expected to work overtime occasionally to accomplish the work. Professional business attire is expected, which is typically a pant suit or dress (no jeans or tennis shoes).

**Financial benefit:** This internship is a paid position. The intern will receive a gross allowance of U.S. \$20 per day for the duration of the internship. In this case, an intern will receive US\$260 (\$20 x 13 days) during the internship.

Payment will be made 3-4 weeks after the completion of the Mission.

**Other benefits:** This internship provides the following opportunities for the interns: (1) to learn more about VEF, which is a U.S. Federal agency with a mission to strengthen the U.S.-Vietnam bilateral relationship through educational exchanges in science and technology; (2) to practice English with native English speakers while improving communication skills; (3) to work closely with the VEF teams from both Washington, D.C., and Hanoi.

#### **Required Qualifications:**

1. Vietnamese national
2. High level of English proficiency and Microsoft office skills

3. University graduate or senior university student, with a specialization in English, international affairs, or a related field. Those whose specialization is in the fields supported by VEF including science, technology, engineering, mathematics, and medicine are not eligible to apply.
4. Being available during the aforementioned period.
5. High level of flexibility regarding hours and days of work as well as job duties.
6. Positive attitude, enthusiasm, and interest in supportive teamwork.

**Interested candidates should send to VEF ([fellowship@vef.gov](mailto:fellowship@vef.gov)) a cover letter and a short resume/curriculum vitae by close of business, Wednesday, July 8, 2015. Face-to-face interviews will be conducted on July 10.**

The Vietnam Education Foundation (VEF) is an independent Federal agency of the U.S. government created in December 2000 by the U.S. Congress to strengthen the scientific, engineering, medical, and technology communities of Vietnam through educational exchange and scientific and technical cooperation. More background information can be found at the VEF website: [www.vef.gov](http://www.vef.gov)